



THRIFT SAVINGS PLAN INVESTMENT ALLOCATION

TSP-50

Use this form to allocate your investments among the five TSP funds. You can do this in two ways: You can direct the way your **future payroll contributions** will be invested, and you can also make an **Interfund transfer** to change the distribution of the balance that is already in your account. Before completing this form, please read the information on the back.

This form is designed to be read by an optical scanner. **Carefully type or print** information within the green boxes. Use black or dark blue ink. If you hand print, try to make your numbers look like these:

0	1	2	3	4	5	6	7	8	9
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Make a copy of this form for your records. Mail the completed form to: **TSP Service Office, National Finance Center, P. O. Box 60012, New Orleans, LA 70160-0012.** Do **not fax** this form.

YOU will be sent a confirmation of your request after it is processed. **DO NOT submit this form to your agency. Your agency cannot process it.**

I INFORMATION ABOUT YOU

Name			
	Last	First	Middle
Social Security Number			
		Date of Birth	
		Month	Day
			Year

II YOUR INVESTMENT ALLOCATION

To allocate your **future payroll contributions**, complete Column 1 by entering the percentages you want invested in each fund each pay period. (If you have a TSP loan, your loan payments will also be invested according to your allocation in Column 1.) To request an **Interfund transfer**, complete Column 2, entering the percentages you want to have in each fund after the transfer. To allocate your future payroll contributions and request an interfund transfer, complete both columns.

Indicate your investment allocation in whole percentages. Do not use dollar amounts. If you do not want to invest in a fund, leave the boxes blank. The total of the percentages you enter in each column must equal 100%.

	1 Allocate future payroll contributions	2 Request an interfund transfer
0 Fund (Government Securities Investment Fund)	.0%	.0%
IF Fund (Fixed Income Index Investment Fund)	.0%	.0%
C Fund (Common Stock Index Investment Fund)	.0%	.0%
S Fund (Small Capitalization Stock Index Investment Fund)	.0%	.0%
I Fund (international Stock Index Investment Fund)	0%	0%
Total	1 0 0.0%	1 0 0.0%

III. SIGNATURE

You must sign and date this form; otherwise, your request will not be processed. If you invest in the F, C, S, or I Fund, you are acknowledging the risk of investing in those funds by signing this form.

Acknowledgement of Risk - I understand that if I invest in the F, C, S, or I Fund, I am making this investment at my own risk. I also understand that I am not protected by either the U.S. Government or the Federal Retirement Thrift Investment Board against investment loss in the F, C, S, or I Fund, and that neither the U.S. Government nor the Federal Retirement Thrift Investment Board guarantees a return on my investment.

Participant's Signature	Date
()	Month
Daytime Phone (Area Code and Number)	Day
	Year
Check one:	Office
	Residence
Mailing address	

(Revised 5/2001)

GENERAL INFORMATION

You may make your request in any of three ways:

- **TSP Web Site** — www.tsp.gov (Account Access section). If you have Internet access and your browser supports 128-bit encryption, you can make your request in the secure area of the TSP Web site. You will need your Social Security number (SSN) and your TSP Personal Identification Number (PIN). Your request is recorded immediately, avoiding the mailing and processing time of a paper request. **Note:** Do not confuse your TSP PIN with an agency-assigned PIN that is intended for use with an agency system such as Employee Express or PostalEASE.
- **TSP ThriftLine** — (504) 255-8777. You must call from a touch-tone telephone. You will need your SSN and TSP PIN. Your request is recorded immediately, avoiding the mailing and processing time of a paper request.
- **Form TSP-50.** Complete, sign, and date the front of this form and mail it to the TSP Service Office. Do not submit this form to your agency. Your agency cannot process contribution allocations or interfund transfers.

Your request will be processed as follows:

Contribution allocation requests are ordinarily posted to your account within 2 business days after they are received.

Interfund transfer requests received by midnight (central time) on the 15th of the month will be posted to your account as of the last day of that month. (If the 15th of the month falls on a weekend, holiday, or other nonbusiness day, the deadline will be the next business day.) Requests received after the deadline will be posted to your account as of the last day of the following month.

INVESTMENT CONSIDERATIONS

Your TSP account is invested for your retirement, and you should make your investment decisions with this long-term goal in mind. Review the information available about the TSP funds so that you understand the risks involved and the possible effects of your decision on your TSP account.

Read the *Summary of the Thrift Savings Plan for Federal Employees*, which describes each of the funds in detail. The Plan Summary is available from your agency personnel office or, if you have left Government service, from the TSP Service Office. It is also available on the TSP Web site. Recent historical rates of return for the TSP funds and related indexes are available on the TSP Web site and in the *TSP Highlights* that accompanies your participant statement.

INSTRUCTIONS FOR FORM TSP-50

This form is designed to be read by an optical scanner. Carefully type or print your information within the green boxes. Use black or dark blue ink. Try to make your numbers look like the sample numbers on the front of the form.

I. Information About You

Social Security Number. Enter a number in each box. Do not fill in the hyphens. They are already provided.

Date of Birth. Enter the month and day. **Do not** use leading zeros on single-digit months and days. Enter the last 2 digits of the year. For example, for the date February 4, 1953, you would write:

2 - 4 - 1 9 5 3

II. Your Investment Allocation

You can use this form to allocate the way your contributions are invested each pay period, or to request that the money already in your account be redistributed among the funds, or both.

Allocate Future Payroll Contributions. If you are using this form to specify the way your future payroll contributions should be invested each pay period, complete **Column 1**. Your allocation will affect all subsequent contributions (as well as loan payments and rollovers) until you change it.

Note: If you are newly enrolled in the TSP and you are making your first contribution allocation for your TSP account, do not submit this form until you have received your New Account Letter, which confirms that your account has been established.

Make an Interfund Transfer. If you are using this form to change the way your current account balance is invested in the TSP funds, complete **Column 2**. Each interfund transfer is a one-time transaction and affects your entire account balance as of the effective date of the transfer. You may make one transfer per month.

Enter the percentage you would like to invest in each fund. If you do not want to invest in a fund, leave the boxes for that fund blank. **Do not** use leading zeros for numbers less than 100. For example,

5% would look like this: 5 .0%

26% would look like this: 2 6 .0%

The total of the percentages entered in each column must equal 100%.

III. Signature

You must sign and date this form. **Do not** use leading zeros in the date. Do not allow any portion of your signature to enter the date boxes to the right of the signature line. Provide your daytime telephone number and mailing address so that the TSP Service Office will be able to contact you if there is a question about your request.

CONFIRMATION OF THE ALLOCATION OR TRANSFER

A confirmation notice will be mailed to you at the address in your TSP account record. In addition, you can review the result of your contribution allocation or interfund transfer by accessing the TSP Web site or by calling the ThriftLine after your request has been processed.

Note: If your address is not correct on your most recent participant statement, contact your agency personnel office immediately to have it corrected. If you have left Federal Government service, complete Form TSP-9, Change of Address for Separated Participants, and mail it to the TSP Service Office.

PRIVACY ACT NOTICE. We are authorized to request this information under 5 U.S.C. Chapter 84. Executive Order 9397 authorizes us to ask for your Social Security number, which will be used to identify your account. We will use the information you provide on this form to process your investment allocation request. This information may be shared with other Federal agencies for statistical, auditing, or archiving purposes. In addition, we may share the information with law enforcement agencies

investigating a violation of civil or criminal law, or agencies implementing a statute, rule, or order. It may be shared with congressional offices, private sector audit firms, spouses, former spouses, and beneficiaries. We may also disclose relevant portions of the information to appropriate parties engaged in litigation. You are not required by law to provide this information, but if you do not provide it, we will not be able to process your investment allocation request.

Form TSP-50 (Revised 5/2001)